

| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

BNL Committee Handbook

1. [AGS/RHIC Users Group Executive Committee](#)
2. [Administrative Council](#)
3. [Affirmative Action Advisory Committee](#)
4. [Aviation and Marine Safety Committee](#)
5. [BNL Center for Functional Nanomaterials \(CFN\) Project Oversight Team](#)
6. [BNL Council](#)
7. [BNL Credentialing Committee](#)
8. [BNL Radioactive Drug Research Committee](#)
9. [Brookhaven Advocacy Council \(BAC\)](#)
10. [Brookhaven Lecture Committee](#)
11. [BSA Concert Committee](#)
12. [Center For Functional Nanomaterials Science Advisory Committee](#)
13. [Conflict Resolution Committee](#)
14. [Cyber Security Advisory Council \(CSAC\)](#)
15. [Davis-Bacon Review Committee](#)
16. [Director's Safety Committee](#)
17. [Diversity Management Steering Committee](#)
18. [Drinking Water Quality Committee](#)
19. [Electric Demand Coordination Committee](#)
20. [Firearms Safety Committee](#)
21. [Health & Safety Regulatory Working Group Charter](#) (Formerly PAAA WG)

22. [Infrastructure Planning Teams](#)
23. [Institutional Animal Care and Use Committee](#)
24. [Institutional Biosafety Committee](#)
25. [Institutional Nanoscience Safety Advisory Committee](#)
26. [Laboratory Electrical Safety Committee](#)
27. [Laboratory Environment, Safety & Health Committee](#)
28. [Laboratory Fire Safety Committee](#)
29. [Lab-Wide Architectural Review Committee](#)
30. [Laser Safety Committee](#)
31. [Lectureship Committee](#)
32. [Lifting Safety Committee](#)
33. [Management Council](#)
34. [NSLS Science Advisory Committee](#)
35. [Nuclear and Particle Physics Program Advisory Committee](#)
36. [Nuclear Safety Committee](#)
37. [Operations Management Forum](#)
38. [OPSEC Working Committee](#)
39. [Policy Council](#)
40. [Pollution Prevention Council](#)
41. [Quality of Life Steering Committee](#)
42. [Radiation Protection Committee](#)
43. [Research Library Advisory Committee](#)
44. [Safety Solution Council](#)

- 45. [Science Council](#)
- 46. [Scientific Advisory Committee for Radiation Research \(SACRR\)](#)
- 47. [Security/Counterintelligence Group](#)
- 48. [Site Master Plan Steering Committee](#)
- 49. [Strategic Focus Areas \(SFA\) Councils](#)
- 50. [Traffic Safety Committee](#)
- 51. [Training and Qualifications Management Steering Committee](#)
- 52. [Transportation Safety Working Group](#)

68.0-022008-/ld/ld16/ld16t011.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: August 2007

Committee Handbook - Transportation Safety Working Group

I. Charge

The Transportation Safety Working Group (TSWG) advises the operating organizations and the Assistant Laboratory Director for Environment, Safety, & Health on transportation safety matters associated with the transfer or shipment of hazardous materials both on and off site. Hazardous materials refers to those items designated as such by 49 CFR that could present a hazard to employees, visitors, contractors, or the public, as well as, transportation related hazards that might result in significant loss or damage to property or which might seriously impact the operations and intended purpose of BNL facilities. This working group provides independent assurance to the Assistant Laboratory Director for Environment, Safety & Health that all transfers and shipments of hazardous materials to and from BNL comply with appropriate regulatory requirements as well as the BNL Hazardous Material Transportation Manual.

Among those items requiring review by the TSWG are the following:.

- A. Modifications to the Hazardous Material Transportation Manual, the Hazardous Material Transportation Safety Management System, the Transportation Safety related subject areas and Department/Division Specific transportation safety related procedures.
- B. Proposed changes to or modifications of existing facilities significantly affecting transportation safety.
- C. Any changes in operations or procedures that could affect transportation safety.
- D. All items relating to transportation which are brought to the Group's attention by a member of the Group, a Department or Division or the Brookhaven Site Office (BHSO) Transportation Safety Program Representative, or the Director's Office.
- E. All BNL related transportation related incidents that affect safety.
- F. All violations of 49 CFR and/or the HMTM.

- G. Any major failure of equipment causing the release of hazardous materials or potential release.
- H. Any audits or appraisals of transportation operations by internal or external organizations.

More detailed information concerning the functioning and responsibilities of this committee is contained in the Hazardous Material Management System Description and the Hazardous Material Transportation Manual.

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for Environment, Safety, & Health.
- B. **Term:** Three years.
- C. **Members:** Members must include the Transportation Safety Officer who serves as the chair, the Deputy Transportation Safety Officer, representatives from the Waste Management Division, Isotopes and Special Materials Division and the Property and Procurement Management (Traffic Office). Other members may be selected as determined appropriate by the TSO and appointed by the DDO.
- D. **Ad-Hoc Member:** The Brookhaven Site Office Transportation Safety Program Representative shall serve as an ad-hoc member of the TSWG.
- E. **Substitutes:** Substitutes cannot function as voting members unless approved to do so by the Assistant Laboratory Director for Environment, Safety, & Health.
- F. **Duties:** Members are expected to attend meetings, perform independent, in-depth analysis of items presented, and to carry-out site inspections when appropriate. A member who does not attend a sizeable fraction of the committee meetings may be replaced.
- G. **Membership:** See [BNL Committee Memberships](https://sbms.bnl.gov/SBMSearch/Id/Id16/Id16d501.htm)

III. Meeting Frequency

The TSWG meets at least twice per year at the request of the Chairperson, but shall meet as often as necessary to support the needs of line organizations who require TSWG reviews and/or determinations. A quorum of at least one-half of the voting members of the committee must be present.

Formal minutes of the committee meetings are kept on the subject and depth of reviews, including questions and conclusions. Minutes are approved by a committee vote.

Those members who are developing a subject being reviewed are disqualified from voting on a recommendation, but not from participating in the review. A majority is required to carry a recommendation. When a decision is not unanimous, a minority report may be appended.

Except for executive sessions, any interested member of the Laboratory community may attend a meeting.

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: January 2004

Committee Handbook - Training and Qualifications Management Steering Committee

I. Charge

The Training & Qualifications Management Steering Committee advises the Training & Qualification Program Office Manager on policies and initiatives that support the Laboratory's commitment to ensure that all persons working at Brookhaven National Laboratory are appropriately trained and qualified to achieve the highest level of mission performance, to maintain safety and health in the workplace, and to protect the environment. The Committee shall:

- A. Provide guidance for and approval of a training and qualification management strategy to achieve the establishment and maintenance of standards for effective planning, coordinating, developing, managing, and assessing the effectiveness and efficiency of site training activities in order to meet customer needs and to provide the mechanism for ensuring that all persons working at BNL are trained and qualified to perform assigned work.
- B. Provide both strategic and tactical direction for investment decisions regarding the prioritization and implementation of training requirements in order to satisfy all Laboratory (e.g. developmental, leadership, management skills, regulatory) training and qualification needs.

II. Membership

- A. **Appointed by:** The Training and Qualifications Management Steering Committee consists of members and a chairperson appointed by the Director of Human Resources and Occupational Medicine.
- B. **Term:** The term of membership is three years. Members can be re-appointed
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets when called by the Chair.

57.1- 042006-/ld/ld16/ld16d371.htm

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[SBMS Home](#)[Table of Manuals](#)[Revision History](#)

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Traffic Safety Committee

I. Charge

The Brookhaven National Laboratory (BNL) Traffic Safety Committee reports to and advises the Assistant Laboratory Director for Facilities & Operations on all traffic safety issues and concerns that impact the Laboratory and its population. The Committee is tasked with the promotion of proactive traffic safety improvements through the development and execution of an effective and comprehensive traffic safety program.

II. Membership

- A. **Appointed by:** The Committee consists of five members appointed by the Assistant Laboratory Director for Facilities & Operations.
- B. **Term:** Three years.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets weekly or at the request of the Chair.

64.2-082007-/ld/ld16/ld16d311.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: August 2006

Committee Handbook - Strategic Focus Area (SFA) Councils

I. Charge

The Strategic Focus Area Councils serve the Policy Council as the technical expert base to assist in defining and prioritizing institutional opportunities and risks for development of the Laboratory Strategic Plan. SFA councils are formed on an ad hoc basis have a balanced membership that is drawn from organizations Laboratory-wide.

II. Membership

- A. **Appointed by:** Laboratory Director
- B. **Term:** N/A
- C. **Members:** Formed on an ad-hoc basis and have a balanced membership that is drawn from organizations Laboratory-wide.

III. Meeting Frequency

As needed.

IV. Quorum

N/A

61.0-082006-/ld/ld16/ld16d711.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Site Master Plan Steering Committee

I. Charge

To guide the development of proposed projects and proposed revisions to the Site Master Plan that fully supports the Laboratory's strategic objectives. Specifically, the committee will review and approve proposed changes to the plan, new plan objectives, and proposed locations of major new facilities.

II. Membership

A. **Appointments:** The committee shall consist of a cross-section of representation from the Laboratory scientific and support directorates, and shall serve at the request of the Deputy Director, Operations.

B. **Term:** The term of general membership shall be for three years. Individuals with site planning responsibilities will have indefinite terms.

C. **Members:** See [BNL Committee Memberships](#).

IV. Meeting Frequency

Meetings will be held at the direction of the Chairperson when Master Plan related issues need to be addressed.

64.2-082007-/ld/ld16/ld16d561.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: August 2007

Committee Handbook - Security/ Counterintelligence Group

I. Charge

The Security/Counterintelligence Group will ensure routine communication and interaction among all security elements at BNL. The Group will assist in implementing the Integrated Safeguards & Security Management (ISSM) approach to site management.

II. Membership

A. Appointed by:

The Group members are appointed by and are responsible to the Deputy Laboratory Director for Operations. The members are representatives of the following functional areas of the Laboratory: Counterintelligence, Cyber Security, and Safeguards & Security.

B. Term: Indefinite.

C.

Members: See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee will meet at the request of the Chair.

64.2-082007-/ld/ld16/ld16d521.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: August 2007

Committee Handbook - Security/ Counterintelligence Group

I. Charge

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II. Membership

A. Appointed by:

The Group members are appointed by and are responsible to the Deputy Laboratory Director for Operations. The members are representatives of the following functional areas of the Laboratory: Counterintelligence, Cyber Security, and Safeguards & Security.

B. Term: Indefinite.

C.

Members: See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee will meet at the request of the Chair.

64.2-082007-/ld/ld16/ld16d521.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: September 2006

Committee Handbook - Scientific Advisory Committee for Radiation Research (SACRR)

I. Charge

To advise the Associate Director for Nuclear and Particle Physics on the scientific feasibility of radiation research-related experiments involving the use of particle accelerator beams in the AGS complex at Brookhaven National Laboratory.

II. Membership

A. Appointed by:

The Associate Director for Nuclear and Particle Physics. The Committee consists of seven members; three are staff members of Brookhaven National Laboratory and four are from the national community of radiation scientists.

B. Term:

Three-year terms will be the norm. To establish a staggered rotation, initial terms may be of one or two year's duration.

C. Members: See [BNL Committee Memberships](#).

. Meeting Frequency

The Committee will meet as necessary at the request of the Chairperson depending on the needs of the program.

61.1 - 092006-/ld/ld16/ld16d351.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: May 2005

Committee Handbook - Radiation Protection Committee

I. Charge

The Charge of the Radiation Protection Committee (RPC) is to support and guide the maintenance of the Laboratory-wide Radiation Protection Program. Their responsibilities are:

- A. Act as the SBMS expert review committee for radiological protection issues.
- B. Advise Laboratory Management on resource requirements for radiation protection.
- C. Define a hierarchy of Radiological Control (RadCon) documents.
- D. Recommend RadCon policy, guidance and Laboratory-level procedures.
- E. Advise Radiological Control Manager on conflict resolution over the interpretation of RadCon policy, regulations and procedures.
- F. Act as a liaison to the cognizant ALD, provide feedback on RPC activities and solicit input from the ALD for use in the decision-making.
- G. Develop an Operations Procedure for the conduct of the RPC and any other supporting procedures deemed necessary.
- H. Revise the BNL RadCon Manual when deemed necessary.

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for ESH & Quality.
- B. **Term:** Three years.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Chairperson shall convene the RPC at the request of the ALD for ESH&Q, Radiation Protection Officer or a Department Chairperson or Division Manager. Requests for reviews by the RPC shall be via the Committee Chairperson.

52.0-052005-/ld/ld16/ld16d591.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: August 2007

Committee Handbook - Quality of Life Steering Committee

I. Charge

Quality of Life has been identified as a key area that is in need of additional attention and investment at BNL. The Committee's charge is to find ways to enhance living and working conditions at the Lab to continue to attract and retain the best and brightest people and to ensure that the Lab matches our world-class science with a commensurate level of support for our Employees, Guests, Visitors and Users including:

- QOL aspects of recruitment and retention
- Morale
- Family/Support
- Safety and security
- Enhancing Employee, Visitor, and Guest (& their families) -related processes
- Developing strategic and tactical prioritized plans for QOL enhancements
- Preparing proposed QOL budget requests, including G&A, 3PBP and GPE
- Providing periodic QOL planning and progress reports to the Director and Management/ Science/Operations Councils as appropriate

II. Influence/Authority

Operations and activities of the Quality of Life effort include but are not restricted to the staff funded by the QOL Budget. Membership of this Committee and their staff are charged, by the Lab Director, to take ownership of objectives and efforts of this Committee by embracing the philosophy of Quality of Life and working to implement and support the initiatives and projects of the Quality of Life Steering Committee.

III. Membership

See [BNL Committee Memberships](#).

IV. Meeting Frequency

Schedule, as needed, round-table meetings with representatives of different user groups & their service providers to discuss improvements for employees, users, and guest; to determine improvements, establish priorities, and follow through.

64.2-082007-/ld/ld16/ld16d551.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: February 2008

Committee Handbook - Health & Safety Regulatory Working Group Charter (Formerly PAAA WG)

I. Charge

The Health & Safety Regulatory (HSR) Working Group (WG) evaluates occurrences or conditions that represent a potentially reportable noncompliance with Nuclear Safety Rules (NSR), Worker Safety and Health (WSH) Rules or related DOE-approved Implementation Plan such as the BNL Radiation Protection Plan or the BNL Worker Safety and Health Program. NSRs are promulgated under the authority of the Price Anderson Amendments Act and are often referred to as PAAA Rules. This evaluation will determine if a noncompliance has occurred and whether the noncompliance meets or exceeds the criteria for formal reporting to the DOE through the Noncompliance Tracking System (NTS). Guidance from the DOE Office of Enforcement (OE) on reporting issues is found in a document titled, Enforcement Process Overview (http://www.hss.energy.gov/Enforce/EPO_0907.pdf). The guidance provides criteria to determine if untoward events or self-identified deficiencies at BNL which are not in compliance with the Nuclear Safety and/or WS&H Rules found in 10 CFR 820, 830, 835, 851 and 708, warrant formal reporting to DOE through the NTS. The PAAA Coordinator brings potentially reportable noncompliance issues to the Group. The Working Group also serves to advise BNL management of issues related to compliance with the Nuclear Safety and WS&H Rules and the processes for identifying, tracking, and reporting noncompliances.

II. Membership

- A. **Nomination and Appointments:** Members on the Working Group are nominated by Associate/Assistant Laboratory Directors to represent the functional roles shown below. Members are appointed by the Laboratory Director.
- B. **Term:** Membership term is for one year. The PAAA Coordinator/Alternate and the General Counsel/Alternate are standing appointments. Members may be reappointed to additional terms.

C. **Membership:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The HSR WG meets as needed at the discretion of the Chairperson. A meeting can be called at any time with a one-week notification when possible. An emergency meeting can be called for the following working day.

IV. Quorum

A quorum consists of the five required positions, or their alternates (indicated by the "R" in the table), two Facility/Operation Representatives, or their alternates, and two Research Representatives. The Nuclear Safety Officer (NSO) is a required position for Nuclear Safety issues involving 10CFR 830 Subpart B. To establish a quorum, the PAAA Coordinator may obtain input from a member who is unable to attend, or his/her designated alternate, no later than the meeting date. Attendance can include all modes of teleconference linkage to the meeting.

V. Decisions

Decisions are reached by a majority vote of the members present at the time of the vote including input from members unable to attend. Also, an ALD, in consultation with the Deputy Director for Operations, Legal Counsel and the PAAA Coordinator, may declare an issue to be reportable without the HSR WG review. The PAAA Coordinator will communicate this decision to the HSR WG.

68.0-022008-/ld/ld16/ld16d401.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: August 2007

Committee Handbook - Pollution Prevention Council

I. Charge

The purpose of the Brookhaven National Laboratory (BNL) Pollution Prevention Council (P2 Council) is to assist in the development, establishment, management, and promotion of laboratory-wide pollution prevention and waste minimization policies and programs. The P2 Council will provide a comprehensive approach to meeting the various pollution prevention and waste minimization requirements and serves as forum for increased communication and consistent implementation of pollution prevention activities. The P2 Council will serve as an information exchange mechanism to promote general awareness of pollution prevention information, while providing a system to document pollution prevention progress, identify pollution prevention opportunities, and make recommendations regarding pollution prevention funding allocations and requirements.

II. Membership

- A. **Appointed by:** The Council consists of twelve members (one per Directorate and an alternate for each), a Chair and Deputy Chair. Each Directorate's member works in conjunction with the alternate to rank the Pollution Prevention proposals, during the first fiscal quarter. Members are appointed by the Assistant Laboratory Director for ESH & Quality. Environmental Compliance Representatives (ECRs) will be ex-officio members.
- B. **Term:** Three years
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held bi-annually and/or at the request of the Chair.

64.2-082007-/ld/ld16/ld16d391.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: August 2006

Committee Handbook - Policy Council

I. Charge

The Policy Council is the senior leadership team for the laboratory and is chaired by the Laboratory Director.

Specific roles include:

- Establish institutional ethics, values, mission, and vision
- Establish the Laboratory's organizational structure
- Establish Laboratory Policies and Practices
- Establish the Laboratory's strategic direction
- Define institutional risks and establish risk limits
- Prioritize and approve the Laboratory Annual Plan
- Prioritize and allocate the Laboratory's discretionary resources
- Define the management measurement and control structure
- Monitor the performance of the Laboratory
- Conduct institutional self assessment and assurance
- Develop, review, and approve institutional corrective actions

II. Membership

A. **Membership:** See [BNL Committee Memberships](#).

B. **Term:** Duration of term in position.

III. Meeting Frequency

Bi-weekly on the first Tuesday of each month at 10:00 a.m. and on the third Tuesday of each month at 8:30 a.m.

61.0-082006-/ld/ld16/ld16d461.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: August 2007

Committee Handbook - OPSEC Working Committee

I. Charge

The OPSEC Working Committee reviews the programs at the Laboratory to determine if classified or unclassified sensitive programs require operational security measures to prevent the inadvertent release of sensitive or classified information. The committee determines if programs are sensitive and what measures, if any, are required to protect the program. The committee makes their recommendations to the Directorate. The committee's review includes a recommendation on the applicability of OPSEC to unclassified research and a recommendation of acceptable risk.

Members of the committee include knowledgeable persons from the Laboratory's department/divisions and the OPSEC Coordinator from the Safeguards and Security Division. Formal minutes are kept of each meeting.

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for Facilities and Operations.
- B. **Term:** Members are appointed for not less than two years and not more than three years. Members may be reappointed.
- C. **Members:** See [BNL Committee Memberships](#).

. Meeting Frequency

The Committee meets at the request of the Chair, the Directorate or at least semi-annually.

64.2-082007-/ld/ld16/ld16d261.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: December 2007

Committee Handbook - Safety Solution Council (S2)

I. Charge

The Brookhaven National Laboratory (BNL) Safety Solution Council (S2 Council) assists senior management in promoting, developing and implementing organizational and laboratory-wide safety and health improvement programs. The S2 Council solicits and then evaluates and selects employee safety improvement project suggestions. The S2 Council makes recommendations regarding safety and health project funding allocations to senior management. The S2 Council also solicits and selects nominations for the employee recognition program: Sitewide Safety Steward (S3).

II. Membership

- A. **Appointed by:** The Council consists of members from each directorate, a union representative, a P2 Council representative, and a Chair. Members are appointed by the Assistant Laboratory Director for ES&H.
- B. **Term:** Three years
- C. **Membership:** See [BNL Committee Memberships](#)

III. Meeting Frequency

Meetings are held annually and/or at the request of the Chair.

67.0-122007-/ld/ld16/ld16d751.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: June 2006

Committee Handbook - Nuclear Safety Committee

I. Charge

The Nuclear Safety Committee (NSC) has been established to independently advise BNL organizational management and the Deputy Director for Operations (DDO) on nuclear safety matters associated with nuclear facilities, facilities operating under the authorization basis conditions of a DOE Safety Evaluation Report, and also on the storage and use of fissionable material as needed. The NSC supplements the Laboratory Nuclear Safety Officer's (NSO) and the Criticality Safety Officer's (CSO) institutional responsibility.

The NSC shall review major changes and additions to Authorization Basis Documents including; Authorization Agreements, Unreviewed Safety Question Determinations, Safety Analysis Reports, and Technical Safety Requirements for BNL nuclear facilities providing assurance to the Deputy Director for Operations that they are complete, accurate, and appropriately address the hazards involved. They shall also review any positive Unreviewed Safety Issue Determinations (USIDs) associated with former nuclear facilities maintained under the conditions of a DOE Safety Evaluation Report.

At the request of the Laboratory Nuclear Safety Officer and/or the Criticality Safety Officer, the NSC shall review proposals for use of fissionable material, or the movement or storage of fissionable material in any area, which lie outside the envelop of conditions such as quantities, materials, and physical configuration limitations specified in facility authorization basis.

The NSC relies upon the Laboratory Nuclear Safety Officer and organization managers to bring before the Committee matters that, in their judgment, require NSC review. The responsibility for maintaining operations within the Facility Authorization Basis lies with the line organization management.

Members of the NSC must be qualified by experience and training to appraise the Laboratory's activities with respect to the special hazards associated with the handling of large amounts of fissionable and radiological materials, and in the

operation of nuclear facilities and facilities formerly classed as nuclear facilities.

The Chair of the NSC will maintain familiarity with general Laboratory matters having potential nuclear safety implications (e.g. NTS reports, Occurrence Reports) and, as deemed appropriate by the Chair, include discussion of such issues at NSC meetings.

Members of the Committee are authorized to vote for or against recommending to the Deputy Director for Operations approval of items brought for committee review. Members are permitted to submit a minority opinion for consideration by the Deputy Director for Operations, if they feel the need to do so.

The Laboratory Nuclear Safety Officer (NSO) and the Criticality Safety Office (CSO) are ex-officio members of the NSC and shall remain vigilant of all nuclear and criticality safety matters at the Laboratory. The NSO and CSO are voting members of the NSC but they shall abstain from voting on any NSC matters for which, due to their involvement with the planned work, their independence cannot be assured.

II. Membership

- A. **Appointed by:** The Laboratory Director.
- B. **Term:** Three years.
- C. **Membership:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are conducted as necessary to support nuclear facility and former nuclear facility operations. Electronic voting may be used at the discretion of the Chair to poll the committee members on non-complex issues. A quorum shall consist of a simple majority of the term members or their alternates provided the attending/participating members represent sufficient expertise for the review.

Minutes of the meetings are taken to document the deliberations and recommendations of the Committee. After being approved by the NSC Chair, the minutes are transmitted to the Deputy Director for Operations for his/her approval.

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: August 2006

Committee Handbook - Nuclear and Particle Physics Program Advisory Committee

I. Charge

To advise the Associate Laboratory Director for Nuclear and Particle Physics with regard to the scientific merit of proposals for high energy and nuclear physics experiments to be run at the AGS and RHIC. To advise on program planning for approved experiments.

II. Membership

A. Appointed by:

The Associate Director for Nuclear and Particle Physics. The Committee consists of 12 members.

B. Term:

All terms are for a period of three years.

C. Members: See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets two to three times a year at the request of the Associate Laboratory Director for NPP.

60.1-082006-/ld/ld16/ld16d181.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: March 2004

Committee Handbook - National Synchrotron Light Source Science Advisory Committee

I. Charge

The NSLS Science Advisory Committee (SAC) is appointed by the Chairperson the National Synchrotron Light Source Department at Brookhaven National Laboratory to review the scientific programs being carried out by the Participating Research Teams (PRTs), the Insertion Device Teams, and the General Users. Based on the ongoing review of their programs, the SAC is charged with advising the NSLS management on future directions for the facility. In this role, they review the NSLS plans for beamline development and for construction of future radiation sources. Experimental facilities are allocated for three-year periods at the NSLS based on the uniqueness of the science that a beamline will provide, the benefit to others in the scientific community, and the impact on other science at the NSLS, as well as fiscal and personnel available for the project. The SAC makes recommendations on the PRT and the IDT three-year tenure reviews. Finally, they provide oversight of the General User program.

II. Membership

The SAC has a broad based membership consisting of specialists in the various scientific disciplines and affiliations relevant to the utilization of the NSLS.

- A. **Appointed by:** The Chairperson of the National Synchrotron Light Source
- B. **Term:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held at the request of the Chairperson, NSLS, or the Committee Chairperson.

46.0-042004-/ld/ld16/ld16d251.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: August 2006

Committee Handbook - Management Council

I. Charge

The Management Council provides a forum for senior leadership to share information with the management team and to solicit feedback on various issues and initiatives. Activities and topics include:

- Communicating the Director's priorities & expectations
- Informing the management team about:
 - strategic goals and objectives of the laboratory
 - new laboratory policies and procedures
 - outcomes and recommendations of major assessments
 - significant, up-coming events affecting the Lab such as reviews, high-level visits, and critical milestones
- Presenting institutional performance reports and progress reports on strategic goals and objectives
- Conducting the Quarterly Performance Review
- Announcing and presenting awards/recognition to management team members or organizations

II. Membership

A. **Membership:** See [BNL Committee Memberships](#)

B. **Term:** Duration of term in position.

III. Meeting Frequency

Monthly, third Tuesday of every month from 10:00-noon.

61.0-082006-/ld/ld16/ld16d471.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Issue Date: October 1, 2004

Committee Handbook - Lifting Safety Committee

I. Charge

The Lifting Safety Committee (LSC) advises the operating organizations and the Deputy Director for Operations on Lifting Safety matters associated with all lifting at the Laboratory. The term "Lifting Safety matters" refers to those items that could present a hazard to employees, visitors, contractors, or the public, as well as, hazards that might result in significant loss or damage to property or which might seriously impact the operations and intended purpose of BNL facilities. This committee provides independent assurance to the Deputy Director that an in-depth analysis, commensurate with the hazards involved, has been performed and that the project or facility can be operated or constructed without undue risk.

Recommendations from the LSC are submitted to the Deputy Director for Operations for approval. Lifting operations which have been referred to the LSC may not be conducted without the approval of the Deputy Director for Operations, or his designee.

Among those items requiring review by the Lifting Safety Committee are the following:

- A. New operations meeting the criteria given in the [Lifting Safety](#) Subject Area
- B. Proposed revisions in controlling documents upon which operating approval is based, including, but not limited to SBMS [Lifting Safety](#) Subject Area and any documents referenced on approved Pre-Engineered Lift Permits.
- C. Proposed changes to or modifications of existing facility lifting equipment which is included in approved Pre-Engineered Lifts.
- D. Any changes in operations or procedures that could affect a Critical Lift or a Pre-

Engineered Lift. These changes can be more specifically defined as any change that:

- Decreases lifting capacity,
- Increases below-the-hook weight,
- Moves stability closer to the limit,
- Changes the PIC,
- Changes the rigging configuration.

E. All items relating to Lifting Safety which are brought to the Committee's attention by a member of the Committee, a division or operating group, the SHS division, or the Director's Office.

Items not requiring review by the Committee are:

Ordinary Lifts;

Pre-Engineered Lifts, which have permits and for which no elements of the permit has been changed.

More detailed information concerning the functioning and responsibilities of this committee is contained in the [Lifting Safety](#) Subject Area.

II. Membership

A. **Appointed by:** Deputy Director for Operations

B. **Term:** Three years

C. **Qualifications:** At least one member of the Lifting Safety Committee shall be a Licensed Professional Structural Engineer or Licensed Professional Mechanical Engineer.

D. **Ex Officio Members:** The SHS Division Manager or designee shall serve as a voting member of the Lifting Safety Committee. The Plant Engineering Division Crane/Hoisting & Rigging Inspector and Rigging Supervisors also shall serve as a voting member of the Lifting Safety Committee.

E. **Substitutes:** Substitutes cannot function as voting members unless approved to do so by the Deputy Director for Operations.

F. **Consultant/Technical Expert:** Under certain circumstances the Chair may request assistance from a BNL Employee that has technical expertise relevant to the lift being reviewed. The Chair, due to the complexity of a proposed lift, may also request assistance

from an outside consultant (the cost of which shall be billed directly to the organization or department/division requesting the Critical Lift Review). These individuals will be non-voting members of the review.

G. **Duties:** Members are expected to attend meetings, perform independent, in-depth analysis of items presented, and to carry-out site inspections when appropriate. A member who does not attend a sizeable fraction of the committee meetings may be replaced.

H. **Committee Members:** See [BNL Committee Memberships](#)

III. Meeting Frequency

The LSC meets at least annually at the request of the Chairperson, but shall meet as often as necessary to support the needs of line organizations who require LSC reviews. A quorum of at least one-half of the voting members of the committee must be present.

A graded approach to Critical Lift and Pre-Engineered Lift reviews will be employed. New operations meeting the criteria given in SBMS [Lifting Safety](#) Subject Area shall be submitted to the Chairperson for evaluation. The submittal shall consist of the completed Critical Lift Evaluation Form, with all supporting documentation. The Chairperson, at his/her discretion, may act upon the application, refer the application to the PE Crane/Hoisting & Rigging Inspector and one or more of the PE Rigging Supervisors, refer the application to a sub-committee composed of one or more members of the LSC, or call for a full meeting of the LSC, depending upon the completeness and level of complexity of the proposed operation. The final approval of the Critical Lift Evaluation Form rests with the Deputy Director for Operations, upon recommendation of the LSC Chairperson.

The LSC Chairperson will provide copies of this information to the committee members prior to each meeting.

Formal minutes of the committee meetings are kept on the subject and depth of reviews, including questions and conclusions. Minutes are approved by a committee vote.

Those members who are developing a subject being reviewed are disqualified from voting on a recommendation, but not from participating in the review. A majority is required to carry a recommendation. When a decision is not unanimous, a minority report may be appended.

Except for executive sessions, any interested member of the Laboratory community may attend a meeting.

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

57.6-052006-/ld/ld16/ld16d581.htm

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[SBMS Home](#)[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Lectureship Committee

I. Charge

To organize the presentation of lectures in the BSA Distinguished Lecture, and Pegram Lecture series. Lecturers are selected who will discuss the broad implications of research and scholarship in their own field, at a level suitable for a non-specialist audience. The choice of topics is not confined to the sciences and may include, for example, economic or public policy issues. Lecturers will not normally be chosen from BNL, BSA, or SUNY Stony Brook employees, but when such is the case, any honorarium will be waived.

II. Membership

- A. **Appointments:** The Committee consists of up to eight members selected from the scientific staff of the Laboratory by vote and including representation from the physical, life, and applied sciences. The Director shall name the Committee Chair.
- B. **Term:** The term of membership is three years. Appointments may be extended by one consecutive term of up to three years. See [BNL Committee Memberships](#) for current appointments.

III. Meeting Frequency

The annual meeting of the Committee shall be held in July. For the purposes of voting, a quorum shall consist of four members.

64.2-082007-/ld/ld16/ld16d241.htm

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[SBMS Home](#)[Table of Manuals](#)[Revision History](#)

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Laser Safety Committee

I. Charge

The Laser Safety Committee reports to and advises the Assistant Laboratory Director for ESH&Q on all laser safety issues and concerns that impact the Laboratory and its population. The Committee is tasked with the promotion of proactive laser safety improvements through the development and oversight of an effective comprehensive laser safety program.

II. Membership

- A. **Appointed by:** The Assistant Laboratory Director for ESH & Quality.
- B. **Term:** Three years
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held twice a year or at the request of the Chair or the Assistant Laboratory Director for ESH&Q.

64.2-082007-/ld/ld16/ld16d411.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: August 2007

Committee Handbook - Lab-Wide Architectural Review Committee

I. Charge

The purpose of the Lab-Wide Architectural Review Committee is to provide architectural review of new construction, renovations, modifications, and additions to existing facilities, including trailer placement, sheds, outdoor displays, signage, color selection, landscaping, etc. The Committee will advise the Assistant Laboratory Director for Facilities & Operations on related issues and concerns that may impact the Laboratory and its population. The Committee will stay in contact with individuals within the Plant Engineering organization as well as other organizations that engage in construction or construction like activities to review work and to make sure the work is consistent with Laboratory goals and objectives.

When the committee is reviewing code changes during architectural reviews as described above, they shall also consider the changes for potential improvements in safety, reliability and performance of existing equipment and facilities that are not impacted by the review and recommend changes to Sr. management as appropriate.

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for Facilities & Operations.
- B. **Term:** 3 years, chair indefinite.
- C. **Membership:** See [BNL Committee Memberships](#).

III. Meeting Frequency

As required.

68.1-032008-/ld/ld16/ld16d511.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: February 2007

Committee Handbook - Laboratory Fire Safety Committee

I. Charge

1. The LFSC shall assist Department Chairs, Division Managers, Associate Laboratory Directors, Assistant Laboratory Directors (ALDs) and Deputy Directory of Operations (DDO) and staff who may call upon the Committee to review a specific Fire Safety code/standards as they apply to conditions at BNL.

The following are examples:

Review audits or appraisals of Laboratory operations affecting compliance with Building and Fire Code/Standards; review existing configurations for compliance with fire codes/standards; review modifications, alterations or renovations and their level of compliance levels; review training, procedures, and education for compliance with fire code/standards.

2. Provide technical interpretations of fire codes/standards (mainly through the committee point of contacts).

3. Review equivalence requests and approve or decline the proposed equivalence.

4. Review requests for variances by departments and recommend to ALD or DDO of actions related to the proposal prior to release to DOE.

5. The LFSC members shall attend meetings, research topics, and perform independent in-depth analysis of issues present and carry out site inspections when appropriate.

6. The LFSC Chairperson has the responsibility to inform the

Assistant Laboratory Director for ESHQ and the Deputy Director for Operations of LFSC activities and decisions.

7. The LFSC Chairperson has the responsibility to routinely inform the Laboratory Director (the DOE designated AHJ) of activities.

8. The LFCS is responsible for documenting their interpretations, equivalences, and approved variances.

II. Membership

A. **Appointed by:** The Deputy Director for Operations.

B. **Term:** Three years.

C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held quarterly or at the request of the Chair.

IV. Quorum

A quorum consists of three members.

64.0-032007-/ld/ld16/ld16d731.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: March 2008

Committee Handbook - Laboratory Environment, Safety & Health Committee

I. Charge

The Laboratory Environment, Safety and Health Committee (LESHC) is composed of the Safety Assessment Subcommittee (SAS) and the Pressure & Cryogenic Safety Subcommittee (PCSS).

The LESHC advises the operating organizations and the Assistant Laboratory Director (ALD) for ESH on environmental impact, radiation, pressure safety, cryogenic safety, and general safety and health matters associated with all Laboratory operations. The LESHC provides independent assurance to the ALD for ESH that an in-depth analysis commensurate with the hazards involved has been performed and that a project or facility can function without undue risk to the environment, public or workers. On the basis of this review, the LESHC also makes recommendations for commissioning and operations to the Deputy Director for Operations (DDO) in accordance with SBMS Subject Areas such as the "[Accelerator Safety](#)" Subject Area.

The reviews are divided into two major categories. The SAS reviews facility authorization basis documents. The PCSS advises the operating organizations and the ALD for ESH on pressure safety and cryogenic safety.

Among those items requiring review by the LESHC are the following:

- A. New projects or facilities for which formal safety analyses are required.
- B. Proposed changes or modifications to existing facilities significantly affecting safety or requiring changes to existing formal safety analyses.
- C. Pressure equipment, which is reviewed for compliance with the pressure-safety codes identified in Appendix A of 10CFR851.

In addition, Line Managers or Associate/Assistant Directors may call upon the LESHC to assist them in reviewing ES&H-related issues (e.g., audits or appraisals of Laboratory operations affecting safety and proposed corrective actions, safety-related operational event investigations, generic non-facility-specific unreviewed safety issues) as they determine

appropriate.

More detailed information concerning the functioning and responsibilities of this Committee is contained in the [Hazard Analysis](#) and [Pressure Safety](#) Subject Areas, as well as the LESHG Procedure 1.0, Final Rev. 2, 3/17/2008, [Guidelines and R2A2s for the Laboratory Environment, Safety and Health Committee, the Safety Assessment Subcommittee and the Pressure & Cryogenic Safety Subcommittee](#).

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for ESH.
- B. **Term:** Three years.
- C. **Members:** See [BNL Committee Memberships](#).
- D. **SAS Member Qualifications:** Technical competence for each member shall be evidenced by 20 years of employment as a safety professional, scientist or engineer. A Bachelor of Science degree or greater is required.
- E. **PCSS Member Qualifications:** Technical competence for each member shall be evidenced by 20 years of employment as a safety professional, physicist or mechanical engineer. A Bachelor of Science degree or greater is required. Completion of training in pressure-safety codes identified in Appendix A of 10CFR851 is also required.

III. Meetings Frequency

Meetings are held at the request of the Chair. Given the importance of the proceedings of this Committee to Laboratory operations, every effort should be made by members to attend, including schedule/work adjustments by their supervisors. A quorum shall consist of at least 5 of the impaneled Committee or Subcommittee members, including any impaneled ad hoc members (not including the Secretary, Alternate Secretary, or ex officio members).

68.2-032008-/ld/ld16/ld16d231.htm

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Effective Date: June 2007

Committee Handbook - Laboratory Electrical Safety Committee

I. Charge

The Laboratory Electrical Safety Committee (LESC) is the principal advisory committee to the Brookhaven National Laboratory (BNL) Directorate, the Safety and Health Services Division, and to individual operating organizations on safety matters relative to electrical systems, equipment, and components. The primary vehicle for dissemination of this information is the Environment, Safety and Health (ES&H) Standards Manual.

The committee is the technical body which will recommend approval to the Deputy Director for Operations for significant electrical safety issues and with responsibilities as designated below.

Areas of committee responsibility:

- A. Advise individual organizations and the Directorate, as appropriate, about electrical safety-related items which are brought to the committee's attention by a member of the committee, an operating organization, the Safety & Health Services Division (SHS) or the Director's Office.
- B. Review at least biannually and recommend for approval changes, as necessary, to the [Electrical Safety](#) Subject Area.
- C. Approve in conjunction with the Central Training Office the objectives, content, and target audiences of electrical safety-related training programs. In addition, review non-BNL electrical training programs of people performing work at BNL to ensure they meet BNL's training requirements. Review internal and external electrical accident and incident reports for applicable "lessons learned."
- D. Act as Subject Matter Experts providing interpretation and when authorized by the standard, act as the "Authority Having Jurisdiction" for:
 - 1. NFPA 70 NEC Code
 - 2. NFPA 70B Recommended Practice for Electrical Equipment Maintenance
 - 3. NFPA 70E Standards for Electrical Safety in the Workplace

4. NFPA 79 Electrical Standard for Industrial Machinery
5. OSHA 1910 Subpart S - Electrical
6. OSHA 1910.147 Control of Hazardous Energy (lockout/tagout)
7. OSHA 1910.269 Electrical Power Generation, Transmission, and Distribution
8. OSHA 1926 Subpart K – Electrical
9. OSHA 1926 Subpart V – Power Transmission and Distribution
10. DOE Electrical Safety Handbook

E. When requested by the SHS Division or the Directorate:

1. Recommend for approval proposed changes or modifications to existing facilities or new construction which significantly affect electrical safety.
2. Advise as to Conformance-to-Standards of departmental/divisional Electrical-Safe-Work rules and procedures (construction, maintenance and operation of electrical devices and interlock systems).
3. Review proposed or established Hazard Assessments.
4. Review Safety Interlock Systems.

F. When evaluating Code changes consider potential improvements in safety, reliability and performance of existing equipment and facilities and recommend changes to Sr. Management as appropriate.

II. Membership

A. **Appointed by:** The Deputy Director for Operations.

B. **Term:** Three years.

C.

Members: See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held quarterly or at the request of the Chair.

68.1-032008-/ld/ld16/ld16d221.htm

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Effective Date: November 2006

Committee Handbook - Institutional Nanoscience Safety Advisory Committee

I. Charge

The Institutional Nanoscience Safety Advisory Committee (INSAC) consists of scientists, support staff, and pertinent subject matter experts as deemed appropriate. The INSAC is charged by the Laboratory Director with providing consistent guidance for all research activities at Brookhaven National Laboratory involving engineered nanomaterial and to assure that DOE Policy P456.1 "Secretarial Policy Statement on Nanoscale Safety" is followed. The INSAC provides assistance to line organizations in the interpretation and implementation of the "Approach to Nanomaterial ESH" interim SBMS document. The INSAC will keep the Laboratory Director apprised of any developing nano safety issues and the status of the implementation of the interim document.

The BNL Work Planning System provides the means for all Departments/Divisions conducting experiments to establish a graded approach to determine the level of rigor used in the documentation, hazard analysis, and review of their experiments. Each Department uses an Experimental Safety Review Committee to review new experiments and significant modifications to experiments. The Department/Division Chair approves the work. Review by the INSAC should supplement and not supplant that system. Thus, it is necessary for the Departments/Divisions conducting work to complete the standard experimental safety reviews for those projects involving the use of engineered nanomaterials and to involve pertinent subject matter experts in the review process (Biological Safety, Chemical Safety, Emergency Services, Occupational Medicine, Security, etc). After Department/Division review/approval, work with engineered nanomaterials where the "Approach to Nanomaterial ESH" interim procedure cannot be readily

applied (e.g., no consensus on specific controls, risks are not obvious, alternative control suggested etc) are sent to the INSAC for review and disposition. The INSAC will ensure concurrence by the appropriate Subject Matter Experts.

II. Membership

A. **Appointed by:** Laboratory Director.

B. **Term:** Membership terms are for two to five-year periods.

C. **Members:** See [BNL Committee Memberships](#).

Note: Line Management from organizations submitting to the INSAC will be included on those reviews (i.e., CFN, Biology, NSLS).

III. Meeting Frequency

The Committee meets at the discretion of the Chairperson or as requested by a line organization involved in engineered nanomaterial research. Smaller subgroups may be called on by the Chairperson to grant interim approval to initiate an experiment.

IV. Quorum

A quorum shall consist of a simple majority of the term members (i.e., not including the ex officio members).

Effective Date: August 2007

Committee Handbook - Institutional Biosafety Committee

I. Charge

The Institutional Biosafety Committee consists of scientists, support staff, pertinent subject matter experts, and community representatives and is charged by the Associate Director for Life Sciences with the oversight of all research activities involving recombinant DNA (as required by the NIH "Guidelines for Research Involving Recombinant DNA Molecules"), and DOE Etiologic Agents (as defined in DOE 450.7 which includes the 42 CFR 72.6 CDC Select Agents and 42 CFR 72.3 CDC Etiologic Agents) as well as other biological hazards that require this level of review.

The BNL Work Planning System provides the means for all Departments/Divisions conducting experiments to establish a graded approach to determine the level of rigor used in the documentation, hazard analysis, and review of their experiments. Each Department uses an Experimental Safety Review Committee to review new experiments and significant modifications to experiments. The Department/Division Chair approves the work. Review by the Institutional Biosafety Committee should supplement and not supplant the system. Thus, it is necessary for the Departments/Divisions conducting work to complete the standard experimental safety reviews for those projects involving the use biological agents and to involve pertinent subject matter experts in the review process (Biological Safety, Emergency Services, Occupational Medicine, Security, etc.). After internal review/approval, the projects that identify recombinant DNA activities or etiologic agent use are sent to the Institutional Biosafety Committee for final approval. The IBC will ensure concurrence by the appropriate Subject Matter Experts.

II. Membership

A. **Appointed by:** The Associate Laboratory Director for Life Sciences.

B. **Term:** Membership terms are for two to five-year periods.

C. **Members:** See [BNL Committee Memberships](#).

Note: Line Management from organizations submitting to the IBC will be included on those reviews (i.e., Collider-Accelerator, NSLS).

III. Meeting Frequency

The Committee meets at the discretion of the Chairperson. Smaller subgroups may be called on by the Chairperson to grant interim approval to initiate an experiment. A quorum shall consist of a simple majority of the term members (i.e., not including the ex officio members).

64.2-082007/ld/ld16/ld16d341.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: December 2006

Committee Handbook - Institutional Animal Care and Use Committee

I. Charge

- A. To review, at least once every six months, the institution's program for humane care and use of animals, using the Guide for the Care and Use of Laboratory Animals (Guide) as a basis for this evaluation;
- B. To inspect, at least every six months, all of the institution's animal facilities using the Guide as a basis for evaluation;
- C. To prepare reports of the IACUC evaluations defined above, and submit them to the Institutional Official;
- D. To review concerns involving the care and use of animals at the institution;
- E. To make written recommendations to the Institutional Official regarding any aspect of the institution's animal program, facilities or personnel training;
- F. To review and approve, require modifications in (to secure approval) or withhold or suspend approval of those activities related to the care and use of animals;
- G. Report any unanticipated problem involving risk to an animal or any instance of serious, or continuing noncompliance with Office of Laboratory Animal Welfare (OLAW) and/or U.S. Department of Agriculture (USDA) regulations or any involuntary suspension/termination of a protocol to OLAW, USDA and the research sponsor.

II. Membership

Membership shall be in accordance with applicable federal policies and shall be comprised of one Chair and at least four additional voting members; shall include at least one doctor of veterinary medicine; shall include at least one non-scientist; shall include at least one participating scientist experienced in research involving animals;

shall include at least one member who is not now, nor was, within the past five years, affiliated with BNL and who is not part of the immediate family of a person who is affiliated with BNL.

- A. **Appointed by:** The Institutional Official
- B. **Term:** 2 or 3 years renewable
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets once each month.

62.1-122006-/ld/ld16/ld16d201.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: September 2007

Committee Handbook - Infrastructure Planning Teams

I. Charge

Plant Engineering Infrastructure Planning Teams advise the Deputy Director for Operations; the Assistant Director for Facilities and Operations; and Plant Engineering management on physical plant issues.

Planning Teams evaluate existing infrastructure (buildings, facilities, utilities, and land improvements) -- in light of the current and future mission requirements of the Laboratory -- to determine:

- Is the infrastructure adequate to support mission needs?
- What are feasible solutions to meeting infrastructure needs?
- What is the optimum solution to meet mission needs, using available resources?
- What are the consequences if the project or solution is not implemented?

Detailed policy and procedure with regards to functioning of planning teams can be found in Plant Engineering Procedure [EP-MGMT-900A](#).

II. Membership

- A. Teams:** See [BNL Committee Memberships](#).
- B. Appointed by:** Manager, Plant Engineering
- C. Term:** Staggered three-year terms.
- D. Membership:** Each team consists of five to nine members selected from knowledgeable staff in Plant Engineering and other Departments and Divisions. Current membership on each team is maintained in Plant Engineering. (See PE Procedure [EP-MGMT-900A](#).)

III. Meeting Frequency

Every three months or more frequently, as required.

65.4-092007-/ld/ld16/ld16d191.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

Effective Date: August 2007

Committee Handbook - Firearms Safety Committee

I. Charge

The BNL Firearms Safety Committee is mandated by DOE Order 440.1, Firearms Safety. The committee's function is to:

- at least annually, inspect armories, ranges, cleaning facilities and any other firearms-associated facilities.
- review, evaluate and approve changes to firearms-related safety analysis report, policies, lesson plans and operating procedures.
- assist Laboratory management in providing safe firearms activities.

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for Facilities and Operations.
- B. **Term:** Three years
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The committee shall meet at the call of the Chair, but no less frequently than annually, to review and evaluate Laboratory facilities, policies, lesson plans and procedures relating to firearms safety. Minutes of the meeting shall be retained on file in the SSD File Plan and the Director's Office for a period of three years.

64.2-082007-/ld/ld16/ld16d161.htm

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[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Electric Demand Coordination Committee

I. Charge

To reduce overall Laboratory electric demand and costs by coordinating the schedules of high demand facilities.

II. Membership

- A. **Appointed by:** Departmental representatives are appointed by their departments; Plant Engineering representatives are from the Energy Management Group.
- B. **Term:** Indefinite
- C. **Membership:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets at the request of the Chair.

64.2-082007-/ld/ld16/ld16d361.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: July 2005

Committee Handbook - Drinking Water Quality Committee

I. Charge

The purpose of the Brookhaven National Laboratory (BNL) Drinking Water Quality Committee is to ensure that employees, visiting scientists, contractors, visitors, and site residents are provided with an appropriate and cost-effective source of drinking water that meets all applicable regulatory requirements, and to ensure consumer confidence in the quality of the water that is provided on site. The Committee accomplishes this by:

- A. Producing the annual Consumer Confidence Report for potable water, as required by the U. S. Safe Drinking Water Act and its amendments.
- B. Developing and implementing a quality-assurance program to test faucets, fountains, and bottled-water dispensers on site on a regularly scheduled basis, as funding permits.
- C. Annually testing the water quality at the Child Development Center and other day care facilities on site.
- D. Performing point of use sampling at faucets and fountains around site, as requested and funding permits.
- E. Developing and distributing pamphlets, postings, procedures, public notices, and other communication necessary and appropriate regarding on-site drinking water.
- F. Developing and implementing internal community involvement, outreach, and other relationship-building activities, such as participation in BNL's annual Healthfest.
- G. Developing and implementing the tools needed to capture and use information on the points of use of drinking water and bottled water, such as the faucet, fountain, and bottled-water dispenser inventory.
- H. Working with other individuals and groups on site to advance committee projects and to address drinking-water issues.

II. Membership

- A. **Appointed by:** The Drinking Water Quality Committee; consists of a Chairperson and core appointees. Core appointees are chosen based on their involvement in the production, distribution, system maintenance, regulatory compliance (environmental and safety), and marketing of the potable water and bottled water consumed on site.

The Chair of the Drinking Water Quality Committee appoints the core members and, as warranted by the project or issues being addressed, invites supplemental members to committee meetings.

B. **Term:** Indefinite, until replaced

C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

At least one meeting is held yearly, to plan for the annual Consumer Confidence Report. Additional meetings are held as requested by the Chair or as needed, depending on the project or issue being addressed.

53.0-072005-/ld/ld16/ld16d601.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: April 2004

Committee Handbook - Diversity Management Steering Committee

I. Charge

The Diversity Management Steering Committee advises the Diversity Manager on policies and initiatives that support the Laboratory's commitment to achieve a diverse workforce. The Committee should:

- A. Formulate a diversity management strategy to achieve recruitment, retention, and development objectives for minorities and women.
- B. Promote and encourage interdepartmental and divisional active participation in diversity initiatives developed by the Diversity Office.
- C. Review the program planning, staffing, and budget of the Diversity Office and advise on the effectiveness and prioritization of the Office's activities.

II. Membership

- A. **Appointed by:** Appointments will be made by the Laboratory Director
- B. **Term:** Members serve at the request of the Director.
- C. **Members:** See [BNL Committee Memberships](#).

46.0-042004-/ld/ld16/ld16d141.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: March 2006

Committee Handbook - Director's Safety Committee

I. Charge

The BNL Director's Safety Committee provides feedback to the Director on occupational, safety and health (OSH) issues.

The Committee is responsible for the following:

- To participate in the effectiveness review of the Laboratory's OSH program at the annual OSH Management Review.
- To make recommendations to enhance the safety performance and culture at BNL.
- To facilitate communication in the Lab community on occupational, safety and health matters.
- Review issues from the departments/divisions occupational, safety and health committees that are not being adequately addressed through normal management chain or are outside their management purview.

II. Membership

The Laboratory Director will serve as the chair for the Director Safety Committee. The committee members will consist of the Assistant Laboratory Director for Environment, Safety, Health and Quality, the Manager of Safety and Health Services Division and six employee representatives, including one each from the Union, Technician Staff, Construction, Administrative Staff, Scientific Staff and User Community (appointed by the Laboratory Director for 1 year terms).

See the [BNL Committee Memberships](#) for complete membership.

III. Meeting Frequency

Meetings are held quarterly and at the request of the Chair. A quorum shall consist of a simple majority of the term members (i.e., not including the ex officio members).

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Davis-Bacon Review Committee

I. Charge

The Davis-Bacon Review Committee assists the Laboratory Directorate by reviewing all construction type projects to ensure Davis-Bacon requirements have been correctly identified.

II. Membership

Appointed by: The Committee members are appointed by the BNL Deputy Director for Operations. The Committee consists of two members from the Plant Engineering Division with one acting as the chairperson, two members from the Procurement & Property Management Division, one member from each of two scientific departments, and a member from the EM Directorate. In the absence of the Chairperson the Plant Engineering representative will serve on his/her behalf. The Chairperson may, at his/her discretion, appoint an assistant to function as a meeting and agenda coordinator.

- A. **Term:** The term of the members shall be two years. Members may be reappointed if it is in the best interest of the Laboratory to do so.
- B. **Membership:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee will meet once each week, and/or at the discretion of the Chairperson.

64.2-082007-/ld/ld16/ld16d131.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: April 2003

Committee Handbook - Cyber Security Advisory Council (CSAC)

I. Charge

The Cyber Security Advisory Council (CSAC) participates in formulating, establishing and reviewing BNL's security policies, plans and strategy, and advises the Information Technology Division Manager on security and other issues. This includes involvement in all major areas of the Cyber Security planning cycle, such as the communication of the security policy to the Laboratory; implementation of the strategy; and review of ongoing operations. CSAC will ensure that the plan adheres to DOE requirements, implements best practices in cyber security, and meets the diverse set of access versus security requirements.

CSAC also conducts reviews of proposed major information technology investments required for accomplishing these plans. The Council will serve as a forum for the review and discussion of policies, practices and strategies in the Cyber Security Program Plan (CSPP), and its ongoing implementation.

II. Membership

- A. **Appointed by:** Membership is open to representatives from each administrative directorate, scientific department, and major scientific program. Representatives are empowered by the organizations they represent to make decisions on their behalf. CSAC is chaired by one of the representatives.
- B. **Term:** The Council Chair serves for two years. The term for members is indefinite.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The council will meet at least quarterly, or whenever changes are proposed to the Cyber Security Program Plan.

Effective Date: January 2004

Committee Handbook - Conflict Resolution Committee

I. Charge

The Conflict Resolution Committee will serve as a resource for the Laboratory in situations concerning violent behavior or the type of threatening behavior which leads a person to believe that another individual poses a threat to their physical well-being.

Employees, contractors, guests, or visitors can approach any member of this Committee if they are the victim of violence arising in the work place or threatening behavior. The Committee also acts as a resource to supervisors and managers in helping them deal with these types of situations.

II. Membership

- A. **Appointed by:** The Committee members are appointed by and are responsible to the Director, Human Resources & Occupational Medicine. The members are representatives from the following functional areas of the Laboratory: Community, Education, Government & Public Affairs; Occupational Medicine Clinic; Employee Assistance Office; Legal; Human Resources; Safeguards & Security; Employee Training; and Safety & Health Services.
- B. **Term:** Indefinite
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The committee will meet at the request of the Chair.

57.20-042006-/ld/ld16/ld16d111.htm

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[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - Center For Functional Nanomaterials Science Advisory Committee

I. Charge

The SAC is charged to review and provide guidance in the following areas:

- 1) Quality, productivity and direction of the internal research portfolio
- 2) Interaction with scientific user community
- 3) Quality and productivity of the User Scientific Program
- 4) Infrastructure, capabilities and management

The SAC will report to the Associate Laboratory Director for Basic Energy Sciences.

Background:

The Center for Functional Nanomaterials (CFN) is one of five Nanoscale Science Research Centers (NSRCs) supported by DOE's Basic Energy Sciences. It is a user research facility for the synthesis, processing, and characterization of nanoscale materials. The CFN will achieve this mission by providing access to specialized equipment and support staff that is coupled to a vibrant internal research community at Brookhaven. Access to the CFN is determined by peer review of proposals.

II. Membership

The CFN Science Advisory Committee (SAC) is a committee of distinguished scientists, not all specializing in nanoscience, from outside BNL

- A. **Appointed by:** Senior management at BNL based on nominations by the User Community, the Center management, and its advisory bodies

B. **Term:** Three years

C. **Membership List:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The SAC will meet at least once per year, and more as needed

65.3-082007-/ld/ld16/ld16d572.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: August 2007

Committee Handbook - BSA Concert Committee

I. Charge

To organize the presentation of concerts and other artistic performances in the Berkner Hall Auditorium. Events are staged which will attract an audience from both BNL and the surrounding community, and are widely advertised. The committee is responsible for the choice of artists, preparation of publicity and program materials, and supervision of the performances.

II. Membership

- A. **Appointments:** The Committee consists of up to eight members.
- B. **Term:** The term of membership is three years. Appointments may be extended by consecutive terms of up to three years. The Chair serves an initial term of three years and may be re-elected for further terms by majority vote of the committee.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The annual meeting is held in September. At the annual meeting, for the purposes of voting, a quorum shall consist of five members.

65.1-082007-/ld/ld16/ld16d081.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: March 2004

Committee Handbook - Brookhaven Lecture Committee

I. Charge

To arrange a continuing lecture program for the BNL community in order to acquaint the listeners with developments and ideas in their own and other important fields of science, and to give a heightened awareness of the aims and accomplishments of Brookhaven National Laboratory.

II. Membership

The Brookhaven Lecture Committee is composed of representatives (at least one of whom shall be scientist) from each of the following departments: Biology, Chemistry, Collider Accelerator Department, Energy Sciences & Technology, Medical, National Synchrotron Light Source, Nonproliferation & National Security, and Physics. Other members represent the Directors Office and the Information Technology Division (formerly Computing and Communications). One ex-officio representative is chosen from the Community, Education, Government & Public Affairs Office. Past Chairpersons of the Committee may also serve in an ex-officio capacity with the Committee.

- A. **Appointed by:** The scientists and the members from Photography and Graphic Arts and Community Involvement, Government & Public Affairs are to be invited by the Committee Chairperson to serve, after consultation with the Chairperson of their departments or Heads of their divisions. The non-scientists shall be invited by the Committee Chairperson after approval by the Brookhaven Lecture Committee.
- B. **Term:** No member other than the Chairperson or Secretary is permitted to serve more than six years. The Chairperson serves for two years and is automatically succeeded by the Secretary.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held monthly to preview the speakers and conduct other business. The lectures are held monthly from September through June.

46.0-042004-/ld/ld16/ld16d071.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: October 2003

Committee Handbook - Brookhaven Advocacy Council (BAC)

I. Charge

The Brookhaven Advocacy Council (BAC) advises and makes recommendations to the Laboratory Director on the resolution of employee, guest, and user concerns/issues that are brought to the attention of the BAC. *The BAC functions independently of the Human Resources Division, reporting directly to the Laboratory Director.*

A key component of the Laboratory's commitment to fairness, the BAC is charged with the authority to receive and respond to employee, guest, and user concerns/issues; analyze and research data; and propose resolutions. The BAC shall have access to all pertinent, uncensored information, within the Laboratory's guidelines regarding confidentiality, to assist them in the resolution of concerns/issues.

Mission Statement

The Brookhaven Advocacy Council, a key component of the Laboratory's commitment to fairness, shall endeavor to create an atmosphere of trust between itself and BNL employees, guests, and users that is expected to contribute to a quality work environment at the Laboratory. Through action oriented initiatives, the Council will promote the full utilization of talents and capabilities of the Laboratory's diverse work force. It will pursue the following goals.

1. Ensure confidentiality and professionalism on the part of the Council members in the handling of employee, guest, and user concerns. Conduct itself in a manner so that employees, guests, and users at all levels feel their concerns/issues will be taken seriously.
2. Ensure strict observance of the Laboratory's policy of zero tolerance for retaliation against an employee, guest, or user who raises a concern.
3. Thoroughly investigate employee, guest, and user concerns/issues and resolve in a timely way.

4. Promote employee, guest, and user awareness of the Council's activities.
5. Ensure employees, guests, and users are trained and educated about diversity in their workplace.
6. Keep the Laboratory's Director fully informed of employee, guest, and user concerns/issues that are brought to the Council's attention.

II. Membership

- A. **Appointed by:** The Council members are appointed by a Nominating Committee with the approval of the Laboratory Director and are responsible to him. The Council consists of a Chairperson, a Co-Chairperson, and a Secretary, and eight members who reflect generally the composition of the work force at the Laboratory.
- B. **Term:** Three-year terms, after which replacement may be made.
- C. **Membership:** [See BAC Website.](#)

III. Meeting Frequency

The Council will meet regularly once each month with additional special meetings as needed or as requested by the Chairperson.

53.1-092005-/ld/ld16/ld16d451.htm

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| | | |
|---------------------------|----------------------------------|----------------------------------|
| SBMS Home | Table of Manuals | Revision History |
|---------------------------|----------------------------------|----------------------------------|

[SBMS Home](#)

[Table of Manuals](#)

Effective Date: December 2006

Committee Handbook - BNL Radioactive Drug Research Committee

I. Charge

To ascertain whether a proposed experiment involving the use of radioactive drugs on human subjects meets standards set by the Food and Drug Administration (FDA) as authorized by paragraph 361.1 of the Federal Register.

II. Membership

- A. **Appointed by:** Institutional Official with approval of FDA to ensure members meet the qualifications described in 21 CFR 361.1C.
- B. **Term:** Two or three years, renewable.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The committee meets trimonthly and more often, if required.

62.1-122006-/ld/ld16/ld16d061.htm

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[SBMS Home](#)

[Table of Manuals](#)

[Revision History](#)

Effective Date: July 2006

Committee Handbook - BNL Credentialing Committee

I. Charge

To examine credentials, including education, training and experience of all applicants to the CRC Staff in order to approve their participation in human subjects research. The Credentialing Committee also conducts evaluations at regular intervals to determine continued expertise and competency of CRC Staff members.

II. Membership

- A. **Appointed by:** The Institutional Official.
- B. **Term:** Three years.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The committee meets at least once a month.

IV. Quorum

The committee is comprised of a Chair and five members. A quorum consists of four individuals.

60.0-072006-/ld/ld16/ld16d601.htm

Effective Date: February 2005

Committee Handbook - BNL Council

I. Charge

The Council advises and makes recommendations to the Director on Laboratory policies affecting the scientific staff. The Council reports to the Director. The Scientific Personnel Representative, Human Resources Division, is the repository of Council records, and assists in administrative liaison.

II. Membership

- A. **Elected by:** The Council is elected from the tenure scientific staff. Members are apportioned as indicated among the following groups. They have two officers, a Chair and a Secretary. See the [BNL Committee Memberships](#) for membership details.
- B. **Term:** The term of membership is three years. A retiring member cannot be reelected at the time of retirement. New members begin service at the March meeting of the Council.
- C. **Members:** See the [BNL Committee Memberships](#) for membership details.

III. Meeting Frequency

Regular meetings of the Council shall be held at 10:00 AM on the second Monday of each month of the year, except that they may be changed to another Monday of the same month by a majority vote of members at the immediately preceding meeting.

Special meetings may be called by the Chair or upon written petition to the Secretary by three members of the Council.

51.1-022005-/ld/ld16/ld16d041.htm

Effective Date: August 2007

Committee Handbook - BNL Center for Functional Nanomaterials (CFN) Project Oversight Team

I. Charge

The CFN Project Oversight Team will conduct periodic, independent reviews of the BNL CFN Project. The Team will perform formal technical, cost, schedule, ES&H and management reviews prior to Critical Decisions to assess project progress, identify issues, and provide recommendations for improvement. The CFN Project baseline (Project Data Sheet and Conceptual Design Report) will be the reference documents for the reviews. Findings, conclusions, recommendations and action items from each review will be formally documented in a written report that will be provided to the Deputy Director for Science & Technology.

II. Background

The Center for Functional Nanomaterials will serve as the nucleus of an integrated BNL program in nanoscience. It will facilitate major new directions in BNL's materials and chemical research programs, and greatly expand the capabilities available to a national user base, and thereby increase our university and industrial interactions. It will enable us to focus the energies of organizations within Brookhaven doing complementary, interdisciplinary work, including the Chemistry Department, the Materials Science Department, Condensed Matter Physics, the Instrumentation Division, the National Synchrotron Light Source Department, and the Biology Department. The Center will also integrate BNL's unique capabilities in a broad range of synchrotron techniques, hard and soft x-ray scattering and spectroscopy, with new material and nanofabrication capabilities at BNL. The Center will serve as a focal point for collaborations, enabling studies of functional materials at the nanoscale with academia and private industry, particularly in the Northeast, thereby catalyzing a new approach to materials research at BNL.

The project scope includes the design and construction of a laboratory building and the acquisition of the requisite instrumentation to support the nanoscience thrust areas.

The CFN structure will be a two-story building of approximately 94,500 square feet, housing clean rooms, wet and dry laboratories, office space for BNL staff and users, and conference rooms. The building will incorporate human factors into its design so as to encourage peer interactions and collaborative visits between BNL staff and users. In addition to offices and laboratories, it will house "interaction areas" for informal discussions and lunch rooms on each floor to foster scientific discourse. This design approach is commonly regarded as the state-of-the-art in research facility design. Material and system selections will address the principles of sustainable design to insure low energy and maintenance costs over the life of the building. Design features will be incorporated into the building design that account for the sensitivity of nanoscience instrumentation, i.e., vibration isolation, temperature controls to 1.0F and shielding from electromagnetic interference.

The project cost estimate in at-year dollars, including escalation and burden, is \$81 million with obligations of \$1.0 million in FY 2003, \$3.0 million in FY 2004, \$22.0 million in FY 2005, \$35.0 million in FY 2006, and \$20.0 million in FY 2007.

III. Membership

- A. Appointed by: Deputy Director for Science & Technology
- B. Term: 3 years
- C. Members: See [BNL Committee Membership](#).

IV. Meeting Frequency

The CFN Project Oversight Team will conduct reviews quarterly, or as required by the Deputy Director for Science & Technology.

65.3-082007-/ld/ld16/ld16d531.htm

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Effective Date: August 2007

Committee Handbook - Aviation and Marine Safety Committee

I. Charge

The Brookhaven National Laboratory Aviation and Marine Safety Committee (LAMSC) reports to and advises the Assistant Laboratory Director for Environment, Safety, Health, and Quality (ALD for ESH&Q) on all aviation and marine safety issues and concerns that impact the Laboratory and its population. The Committee is tasked with:

- A. Assisting the Laboratory in matters related to aircraft and marine safety that impact Laboratory programs.
- B. Reviewing Laboratory activities involving the use of aircraft, marine vessels, or small boats.
- C. Reviewing requests for Laboratory aviation activities and recommending action to the ALD for ESH&Q.
- D. Reviewing requests for Laboratory marine vessel and small boat activities and recommending action to the ALD for ESH&Q

II. Membership

- A. **Appointed by:** Assistant Laboratory Director for Environment, Safety, Health & Quality.
- B. **Term:** Three years.
- C. **Members.** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are held at the discretion of the Chair or The Assistant Laboratory Director for ESH & Quality. Minutes of the meetings and all pertinent materials

Effective Date: August 2007

Committee Handbook - AGS/RHIC Users Group Executive Committee

I. Charge

The Group's purpose is to provide an organized channel for the interchange of information between the Laboratory administration and those who use BNL's nuclear, high-energy, and heavy-ion, radiobiological, and testing facilities. Representing a wide spectrum of research workers, the group will make known to the BNL administration the needs and desires of those actively engaged in leading research projects, while providing a means for BNL to inform them of current and future plans for the Laboratory. It is expected that this will enable the Laboratory administration better to evaluate the needs of its users' so they can more efficiently plan their use of Laboratory facilities.

II. Membership

- A. **Appointed by:** The membership.
- B. **Term:** The Chairperson's term is for one year, the committee member terms are for one to three years
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

Meetings are called at the discretion of the Chair, with a minimum of one meeting to be held annually.

65.2-082007-/ld/ld16/ld16d011.htm

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Effective Date: January 2004

Committee Handbook - Affirmative Action Advisory Committee

I. Charge

The Affirmative Action Advisory Committee (A³) will function to advise the Director on the progress of Affirmative Action (AA) and the achievement of Equal Employment Opportunity (EEO) at the Laboratory. The Committee will make recommendations on Laboratory policies, practices, and procedures in the areas of recruitment, hiring, transfer, promotion, training, education, benefits, and labor relations, to ensure that protected class individuals are represented fully throughout the Laboratory workforce.

II. Membership

- A. **Appointed by:** The Committee consists of nine members, selected from a diverse cross section of the Laboratory. New members are recommended by the Committee subject to the approval of the Director.
- B. **Term:** The term of membership is three years, commencing the first Monday in April. A retiring member may be nominated for two additional terms of three years. The Chair will be elected annually by the Committee. A Vice Chair may be appointed by the Chair to serve for a one-year term. If a member resigns his/her position, a new member will be selected for a three-year term.
- C. **Members:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets monthly. Additional meetings are held at the request of the Chair.

46.0-042004-/ld/ld16/ld16d331.htm

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Effective Date: August 2007

Committee Handbook - Administrative Council

I. Charge

The responsibility of the Council is to provide a forum for discussions on the needs and expectations of the various Departments and Divisions, their users, visitors, and guests as they relate to support functions. The Council is also charged with recommending new and/or changes in BNL Business and Administrative systems, as well as policies and procedures that affect their operations. Support functions consist of those activities handled by the Budget Office, Business Systems Division, Central Fabrication Services, Fiscal Services Division, Human Resources & Occupational Medicine Division, Information Services Division, Information Technology Division, Internal Audit, Plant Engineering, Procurement & Property Management, Safeguards and Security, Staff Services Division, and Environmental Management. It is expected that this will provide all members with a better understanding of requirements, resulting in better planning and more effective and efficient use of existing resources. Recommendations will be provided to other ALD(s) as appropriate.

II. Membership

- A. **Appointed by:** The Council consists of 22 members appointed by the Assistant Laboratory Director for Finance based on input/nominations from each cognizant Department or Division.
- B. **Term:** The term of membership is two years. Members may be reappointed.
- C. **Membership List:** See [BNL Committee Memberships](#).

III. Meeting Frequency

The Committee meets on the third Thursday of each month.

64.2-082007-/ld/ld16/ld16d321.htm

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